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| |  |  | | --- | --- | | ROLE/POST | | | TASK | DATE COMPLETED | | Identify the contact the person will have with children |  | | Define the Role |  | | Create a Job Description |  | | Consider selection criteria |  | | Application Form and/or CV requested |  | | Interview |  | | References Sought |  | | Declaration Form |  | | Vetting |  | | Contact |  | | Induction |  | |  |  |

SIGNED \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_